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66-3525/1

PPB 66-0472

9 1 AUG 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Automation of Cable Processing in Cable Secretariat

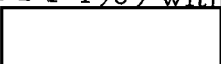
1. Subject memorandum requests your approval (a) for Cable Secretariat plans to automate the cable processing function and (b) for the Office of Communications to provide for the necessary systems design, programming, equipment installation and maintenance to accomplish the task.

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3. The Cable Secretariat functions which are most susceptible to automation are logging, display for editing, reference lookup, correcting, and distribution. The processing of cables at the destination remains as a serious delay factor in getting cables to the addressee. The Agency is in the process of improving its communications switching through automation. Automation of the cable function will provide appreciably faster over-all service. In addition, an automated processing capability should provide increased processing capacity to handle the steadily increasing cable volume.

4. The automation of cable processing is definitely within the state-of-the-art. The State Department and Army both have similar efforts which are either operational or close to becoming operational. These efforts are being monitored by the Cable Secretariat and O/C. By proceeding slowly, the risks for the Agency have been minimized.

5. If a start can be made now, an operational system can be developed by FY 1970. O/C estimates that they can be ready to let a contract for system design, hardware, and software by mid-FY 1968. Delivery of equipment would be in FY 1969 with system check-out to follow. If this alternative is chosen,  must be budgeted in FY 1968.

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6. An alternative is to begin the necessary system studies now but plan to budget for the estimated [] system cost in FY 1969 instead of FY 1968. Based on O/C estimates of the time phasing of the project, this alternative would cause no more than a 3-6 month delay in the project. The Cable Secretariat should be able to maintain an acceptable level of service during this extended period. ✓

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7. I have concluded that (a) the automation of the cable processing function is consistent with long-term Agency objectives and (b) that the Office of Communications is a logical and qualified organization to serve as executive agent for automating the cable processing function, especially in view of the approved O/C program for automation of the cable switching function and other [] processes.

8. I recommend (1) that the program be approved in principle and (2) that you approve including a request for funds for the project in the FY 1968 budget. Should BOB action require deferral to FY 1969, this can be accepted based on the logic presented in para. 6, above.

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[]
John M. Clarke
Director of Planning,
Programming, and Budgeting

Attachment

Distribution:

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TRANSMITTAL SLIP		DATE 11 August 1966
TO: Director, PPB		
ROOM NO. 6 E 08	BUILDING HQ	
REMARKS: May we have your comments on this proposal to automate the Cable Secretariat. <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div>		
FROM: O-Executive Director / VMarchetti		
ROOM NO. 7 D 59	BUILDING HQ	EXTENSION <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>☆ GPO : 1957—O-439445 (47)</small>		

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